

Required Reports from District and Municipal Courts and Judges

The following is an alphabetic list of reports that district and municipal courts and judges must prepare and submit to the State Court Administrative Office. It contains the name of each report, its due date (if one), the form number (if one), who submits the report, and where the report is to be submitted. Included in the list are some orders which must be submitted upon entry. At the end of this list, reports with a specific due date are restated chronologically. Drug court programs have additional reporting requirements and should contact Trial Court Services for further information.

Alphabetic List

| <u>Report Name (Form Number)</u> | <u>Submitted By</u> | <u>Send To</u> | <u>Method of Submission</u> | <u>Authority</u> | <u>Due Date</u> |
|--|---|----------------------|-----------------------------|------------------|---|
| Appointment of Court Officers | District and Municipal Courts | Trial Court Services | Paper | MCR 3.106(B)(2) | As it occurs |
| Counsel Appointments | District and Municipal Courts | Trial Court Services | MCAP* | MCR 8.123 | 2/15 |
| Delay in Criminal Proceedings (SCAO 64) | Chief District and Municipal Court Judges | Regional Office | MCAP* | MCR 8.110(C)(5) | 1/7, 4/7, 7/7, 10/7 |
| Delay in Matters Submitted to Judge (SCAO 27) | District and Municipal Judges through Chief Judge | Regional Office | MCAP* | MCR 8.107(B) | First business day of January, April, July, and October plus 7 days |
| District and Municipal Court Caseload (SCAO 18) | District and Municipal Courts | Trial Court Services | MCAP* | MCR 8.103 | 1/30 |
| District and Municipal Court Caseload Verification | District and Municipal Courts | Trial Court Services | MCAP* | MCR 8.103 | 2/28 |

*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

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| <u>Report Name (Form Number)</u> | <u>Submitted By</u> | <u>Send To</u> | <u>Method of Submission</u> | <u>Authority</u> | <u>Due Date</u> |
|---|---|---|-----------------------------|------------------------------|---------------------|
| Drug and Drunk Driving Case Reimbursement (SCAO 24) | District and Municipal Courts | Finance | MCAP* | MCL 257.323d MCL 257.625h | 3/31 |
| Financial Report (SCAO 17) | District and Municipal Judges and Magistrates | Regional Office | Paper | Canon 6c | 4/15 |
| Judicial Absence Report (SCAO 25a) | District and Municipal Judges through Chief Judge | Regional Office | Paper | MCR 8.110(D)(6) Annually | |
| Michigan Trial Court Incident Report | District and Municipal Courts | Regional Office | Paper | | As it occurs |
| Order Limiting Access to Proceedings | District and Municipal Courts | Regional Office | Paper | MCR 8.116(D)(3) | Upon entry of order |
| Order to Seal Court Records | District and Municipal Judges | Regional Office and Supreme Court Clerk | Paper | MCR 8.119(F)(7) | Upon entry of order |
| Outstanding Receivables Aging Report | District and Municipal Courts | Trial Court Services | MCAP* | | 7/30 |
| Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year | District and Municipal Courts | Trial Court Services | MCAP* | | 7/30 |

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August 22, 2013

Required Reports from District and Municipal Courts and Judges

| <u>Report Name (Form Number)</u> | <u>Submitted By</u> | <u>Send To</u> | <u>Method of Submission</u> | <u>Authority</u> | <u>Due Date</u> |
|--|-------------------------------|----------------------|-----------------------------|---|-----------------|
| Payment of Retired Judges Sitting by Assignment | District and Municipal Courts | Regional Office | Paper or Excel Spreadsheet | April 11, 2013 Memo from State Court Administrator | 2/15 |
| Report of Jury Fees (SCAO 45) | District and Municipal Courts | Finance | MCAP* | MCL 600.151e | 4/30 and 10/31 |
| Summary Report of Outstanding Receivables by Cash Code and Case Type | District and Municipal Courts | Trial Court Services | MCAP* | | 7/30 |

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Required Reports from District and Municipal Courts and Judges

Chronological List

| <u>Due Date</u> | <u>Report Name</u> |
|--|---|
| First business day of January + 7 days | Delay in Matters Submitted to Judge* |
| January 7 | Delay in Criminal Proceedings* |
| January 30 | District Court Caseload* |
| February 1 | Judicial Annual Leave |
| February 15 | Counsel Appointments* |
| February 15 | Payment of Retired Judges Sitting by Assignment |
| February 28 | Caseload Verification* |
| March 31 | Drug and Drunk Driving Case Reimbursement* |
| First business day of April + 7 days | Delay in Matters Submitted to Judge* |
| April 7 | Delay in Criminal Proceedings* |
| April 15 | Financial Report |
| April 30 | Report of Jury Fees* |
| First business day of July + 7 days | Delay in Matters Submitted to Judge* |
| July 7 | Delay in Criminal Proceedings* |

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Required Reports from District and Municipal Courts and Judges

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|--|--|
| July 30 | Outstanding Receivables Aging Report* |
| <u>Due Date</u> | <u>Report Name</u> |
| July 30 | Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year* |
| July 30 | Summary Report of Outstanding Receivables by Cash Code and Case Type* |
| First business day of October + 7 days | Delay in Matters Submitted to Judge* |
| October 7 | Delay in Criminal Proceedings* |
| October 31 | Report of Jury Fees* |

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